

## TERMS AND CONDITIONS – ACCOUNTING / ARRANGEMENT OF AUDIT

The Terms and Conditions is made between:

SBC : SBC INTERNATIONAL /We / Us (Hereinafter called “SBC”)  
&  
CLIENT : Client/Who have requested SBC to provide services/You/Your (Hereinafter called “the Client”)

THE CLIENT UNDERSTANDS THE SCOPE OF SERVICES PROVIDED BY SBC AND IT IS HEREBY AGREED AS FOLLOWS:

These Terms and Conditions explain the respective rights and obligations of SBC and the CLIENT in connection with the use of the service, by requesting for or using or attempting to use the service, the Client is bound by below Terms and Conditions. CLIENT acknowledged and agreed that the instruction of the following services shall be informed to SBC at least 1 working day in advance in order to provide sufficient time to process the necessary formalities.

### **A(1) Accounting and arrangement of audit services include:**

- 1.1 The Client must provide relevant accounting documents for accounting and arrangement of audit purposes.
- 1.2 SBC will start the accounting and arrangement of audit job upon receipt of accounting documents provided by the Client.
- 1.3 SBC will complete the service within three months upon receipt of all necessary documents.
- 1.4 The service(s) provided by SBC is under the instruction of the Client, in which the Client understood and agreed to authorize SBC to handle all the necessary procedures related to the requested service(s).

### **A(2) Details of accounting and arrangement of audit service fee:**

- 2.1 The Client must pay at least 50% of the total service fee or 100% of the total service fee prior to commencement of service.
- 2.2 SBC will handle the remaining job arrangement only if the remaining of the total service fee (if applicable) is settled upon the completion of the Auditors' Report.
- 2.3 In case of any inconsistencies between the Quotation / Service Agreement in respect to the actual transactions and turnover, SBC has the right to adjust the final fee charges based on the actual transactions and turnover.
- 2.4 All Government fees (e.g. Government search fees) must be borne by the Client, in which it will be adjusted according to the actual charge.
- 2.5 All bank charges (e.g. Application for bank statement reprint) must be borne by the Client, in which it will be deducted directly from the Client's bank account.

**A(3) The Client may choose the following ways to collect the accounting documents upon the completion of accounting and arrangement of audit services:**

- 3.1 Free of charge for collecting at SBC's service points.
- 3.2 Authorize SBC to forward the documentation to specified address.
  - 3.21 Free delivery will be provided by SBC for sending the company documentation to specified address in Hong Kong or China area
  - 3.22 Postage charge shall be borne by the Client for forwarding the company documents to specified address outside from Hong Kong and China area

**A(4) Contents of liabilities and declaration:**

- 4.1 SBC will not guarantee for the completion of relevant work on time or before the related parties or government departments deadline due to the Client's delay in the provision of documents. SBC shall be exempted from the aforesaid liabilities of any consequences or penalties arising.
- 4.2 All information, documents, statements, signatures provided by the Client or any authorized agents of the Client are true and authentic.
- 4.3 The Client agrees that SBC may, at any time, by any means, contact all relevant members of the company, to obtain and to confirm the personal details or information of the Client.
- 4.4 SBC reserves the right to terminate any services provided and resign any capacity of the company without prior notice and shall bear no liability and no compensation to the Client when in doubt of the authenticity and truthfulness of the above declaration and assurance.
- 4.5 If the Client knowingly falsifies any statement with the intention to deceive SBC, SBC has the right to report to the appropriate law enforcement authorities without any notice.
- 4.6 SBC shall bear no liability and shall not compensate any losses or defects suffered by the Client, if it is caused by third parties during any documents or matters sending to the Client.
- 4.7 SBC reserves the right to amend any of the prices without prior notice. All Terms and Conditions may change when deemed necessary.

**A(5) Privacy Policy**

- 5.1 By contacting SBC or engaging any of our services, you hereby acknowledge, understand and agree to our Privacy Policy which can be found on our website [www.sbcincorp.com](http://www.sbcincorp.com).